

# The Tennessee Child Support Program

## EMPLOYERS AND CHILD SUPPORT IN PARTNERSHIP

### EMPLOYER RESPONSIBILITIES (PER STATE LAW):

- Report new hires to the State within 20 days. For more info, visit: <https://www.tnnewhire.com/>
- Enroll children in health care coverage when ordered (per withholding limits)
- Withhold payments according to Income Withholding Orders (IWO)
- Remit payments to the Central Child Support Receiving Unit within 7 days of the date the employee is paid
- Contact the Tennessee Child Support Employer line when an employee receives a lump sum payment (such as a bonus or profit sharing)
- Report the termination of an employee to the child support office listed on the IWO

### e-IWO (ELECTRONIC INCOME WITHHOLDING ORDER):

- Enroll in e-IWO to remove the need for any paper copies of Income Withholding Orders
- Choose which format fits your business needs
- Money gets to the family faster
- For more information on e-IWO, go to our website: [http://www.tn.gov/humanserv/cs/cs\\_main.html](http://www.tn.gov/humanserv/cs/cs_main.html)

### MULTIPLE PAYMENT OPTIONS:

- Mail checks or money orders (include case # & SSN of each employee) to the Central Child Support Receiving Unit at:  
CCSRU  
P.O. Box 305200  
Nashville, TN 37229
- Remit payments via Electronic Funds Transfer (EFT) through the Automated Clearing House (ACH) banking network
- Set up an ACH debit account through the Tennessee Smart Child Support link on our website. The website enables you to enter and track employee child support payments.
- Find more information about electronic payment methods on our website

### BENEFITS OF ELECTRONIC PAYMENT:

- Eliminate postage costs
- Reduce the possibility of fraud or theft
- Increase reliability without mail delays or lost checks

### QUESTIONS:

You are vital to our success! Call our toll-free Tennessee Child Support Employer line at **800-446-0814** or visit us online: [http://www.tn.gov/humanserv/cs/cs\\_main.html](http://www.tn.gov/humanserv/cs/cs_main.html)



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Tennessee Department of Human Services  
Child Support Program  
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Nashville, TN 37243-1403  
Tel: 800-446-0814 or 615-313-5516



Visit us  
online

